

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 08-62

OPEN TO: All Interested Candidates

POSITION: General English Instructors, FSN-7*; FP-7*

OPENING DATE: October 26, 2008

CLOSING DATE: November 9, 2008

WORK HOURS: Full-time; 40 hours/week
(Afternoon and evening classes)
Sunday through Thursday

SALARY: *Not-Ordinarily Resident: US \$32,864 p.a. (Starting salary)
(Position Grade: FP-7 is confirmed by Washington)

*Ordinarily Resident: JD 7,972 p.a. (Starting salary)
(Position Grade: FSN-7)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking individuals for two positions of General English Instructor at the American Language Center, (ALC).

BASIC FUNCTION OF POSITION

The employee teaches English as a Foreign Language (EFL) and English for Special Purposes (ESP) at the ALC and offsite, as needed. S/he prepares lessons, assigns and corrects homework, evaluates students' work according to ALC guidelines. S/he works with Lead Instructors to develop curriculum and standardization of levels. S/he attends pre- and in-service workshops/training courses. S/he prepares reports on students as required by the Lead Instructors or Director. S/he works individually with students as needed. S/he performs other administrative tasks during periods of registration and evaluation.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (Ext. 6508).

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A high school diploma is required with a certificate of completion in ELT, ESL, EFL, TESOL or TEFL is required.
2. Two years experience teaching EFL/ESL is required.
3. Level 4 (Fluency) Speaking/Reading English is required.
4. Must have a solid background in the English language, U.S. culture and history. Basic classroom teaching methodology skills are required.
5. Highly developed communication skills are required. Must have strong interpersonal skills, leadership and fairness, ability to coach students and work cooperatively with colleagues. Adaptability, flexibility and creativity are a must.
6. Must have the ability to use MS Word applications and incorporate the use of computers and the Internet into teaching.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that employment.
4. Successful candidates must obtain the required security clearance.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their

employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171, OF-612, or Application for Employment Form); or
2. A current resume or curriculum vitae that provides the same information as an OF-612.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Room: 153, Ext. 6508
PO Box 354
Amman, Jordan 11118

Applications can also be submitted electronically through
AmmanEmployment @state.gov

POINT OF CONTACT

Telephone: 5906508
FAX: 5931598

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

-- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a US citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and family members of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: November 9, 2008

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Draft:HR:MShami

Clearance: A/HRO:ABarilec
ALC:SMarrar